

Office of Management and Budget
Payroll and Miscellaneous Fiscal Policies

August 1, 2007

Policy 108 - Access to Capitol Complex

The key control system and card access systems are maintained for the security of the capitol complex. All capitol complex buildings are controlled and secured by a master key locking system. Keys for elected or appointed official's offices located in the capitol complex will be issued and controlled by Highway Patrol. Keys to doors in the legislative wing will be issued and controlled by the Legislative Council. Keys are needed to enter the building and offices on weekends, and weekdays after normal working hours.

Each department and agency will designate an individual to request keys and ensure the return of keys. Agencies and departments should ensure they receive all keys from employees who are terminating their employment with the State of North Dakota prior to their last day. OMB will retain a master listing identifying the keys issued by department, employee, and access allowed by the key or card for the Highway Patrol.

State employees will be issued electronic access (card or key) if approved by the agency head. If employees are granted outside door access, they must be given a key to their office area. Each employee will be responsible for any guests who accompany them into the building.

Keys or cards issued to employees become their personal responsibility. If lost or stolen, it must be reported immediately and the employee will be charged a fee for the lost key or card.